



OFFICE OF THE CITY MANAGER

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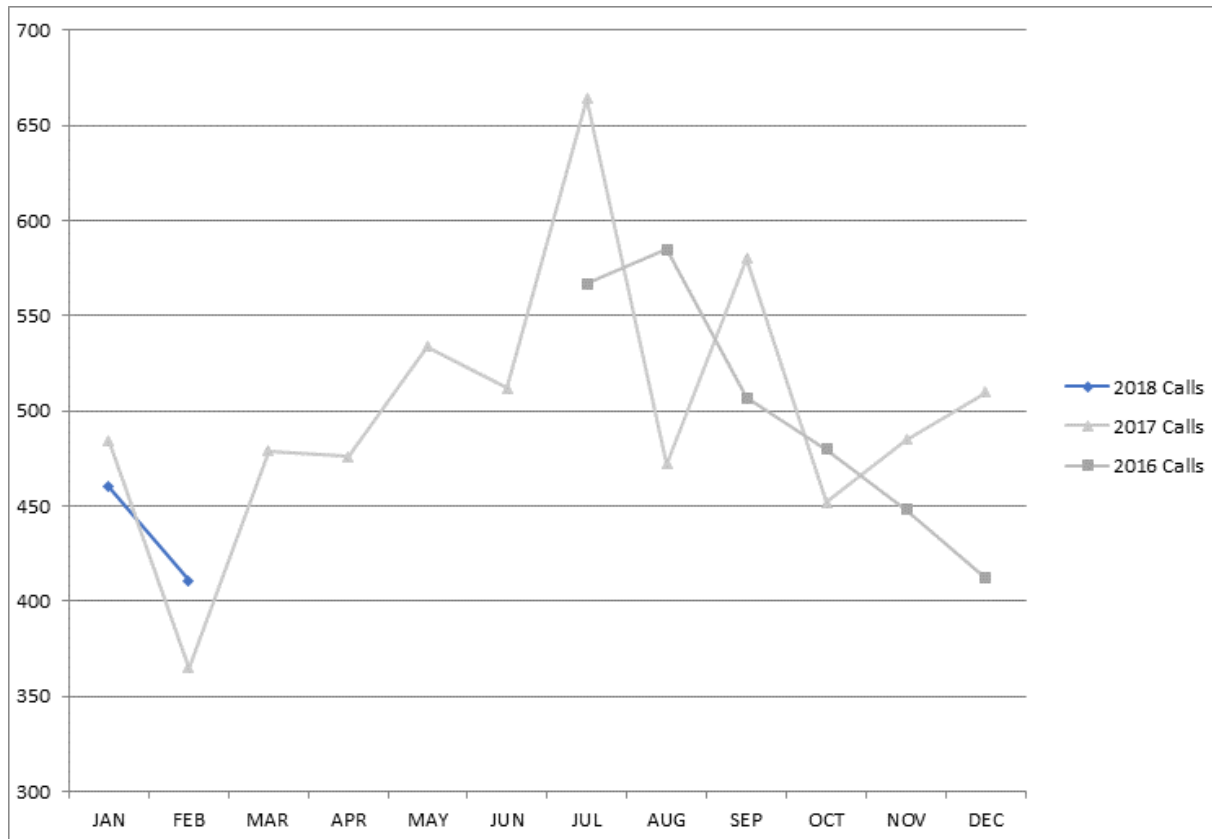
Commission Information Memorandum

The Yankton City Commission meeting on Monday, March 12, 2018, will begin at 7:00 pm.

Non-Agenda Items of Interest

1) Information Services Department Update

Staff located a used video switcher to replace the failed unit for the PEG channel. Unfortunately, video playback will be unavailable until the switcher is replaced or new equipment is purchased. We hope to get the channel fully operational again while we research and procure new equipment. We will be reaching out to current contributors examine switching from DVDs / VHS to a file based system. City and Chamber of Commerce staff will be demoing replacement equipment over the next few months. 911 calls continue to trend slightly higher with February's call volume up 12.6%.



2) Community Development Update

Congratulations to Community and Economic Development Department staff member Michael Hofer on passing his International Code Council (ICC) Building Inspectors Certification Test. Achieving this certification demonstrates that Michael has a comprehensive understanding of building codes,

construction standards, and principles. The Insurance Standards Office (ISO), also recognizes communities that participate in the ICC Code Certification Programs. Having our staff attain certifications such as this can improve the City's ISO rating and help lower building insurance rates for all property owners in the City. The goal of the International Code Council is to set building code standards that allow for safe and affordable housing.

The Community and Economic Development Maintenance Staff, with assistance from the Department of Corrections have finished stripping and waxing the floors at the Center. This project includes the areas in the assembly portion of the building. Staff coordinates this effort with the Center's schedule to create the least disruption possible for their activities. As in the past, we found that changing our schedules to complete the project over a weekend causes the least impact in the Center's daily operations.

3) Human Resources Department Update

We coordinated with our AFLAC representative to order debit cards for employees who have flexible spending accounts to use for eligible health care expenses. By using the card, the expense comes directly from their spending account and this avoids the hassle of submitting claim forms.

We closed on applications for the two part-time positions, Library Page and Library Circulation Assistant on March 2. Applications will be reviewed by the Library Director and interviews will be scheduled.

4) Public Works Department Update

Yankton Citywide Cleanup is scheduled to begin curbside pickup April 2, 2018. Placing items curbside before March 24, 2018 is not permitted, and those items may be removed at the property owner's expense.

The Transfer Station will begin accepting no charge drop-off from regular collection route customers on March 17, 2018. Residents may also participate, at no additional cost, by placing items into sorted piles, by type, at their homes. Please have items placed curbside by your regular collection day. Piles should be located directly in front of your property, not in the street, alley, or neighboring property. Items not eligible for disposal include: tires, grass clippings, leaves, recyclables, refrigerator, air conditioners, dehumidifiers, paint, chemicals or household hazardous waste, oils, and batteries. Motor oil may be taken to the transfer station and disposed of free of charge year around. Please place garbage cans for regular collection at your normal collection point and away from piles. For more information, on citywide cleanup and Transfer Station hours, visit www.cityofyankton.org or call (605) 668-5211.

Street department crews continue to clean up after the recent snow fall events. Also, as the temperatures fluctuate, the street crews continue to address street breakup and potholes throughout the City's street system. The street department has been bringing in the bike racks and trash can holders from the Meridian District for repainting from the dark green color to the black color.

Engineering continues to work on the design and plan preparations for the 2018 construction project list. The Walnut Street from 2nd Street to 4th Street Reconstruction and Streetscape Project is currently being advertised for a March 29, 2018 bid letting. The 26th Street from Douglas Avenue to Mulberry Street Reconstruction plans and the Trail Project along east 4th Street from the Chamber Building to Archery Lane are under review and will be advertised in the near future

5) Parks and Recreation Department Update

Enclosed in your packet is an update on the various activities in the Parks and Recreation Department.

6) Library Update

The Library celebrated Dr. Seuss Day last week with a special craft day. We welcomed nearly 50 children and their caregivers for a total of 68 participants.

We also hosted our annual Oscars marathon this past weekend, where 97 patrons enjoyed 5 Oscar nominated films.

7) Finance Department Update

There are four candidates running for three open city commission seats in the April 10 municipal election. The candidates will be in the following order on the ballot: Craig L. Sommer, Nathan V. Johnson, Bridget Benson, and David Carda. The Yankton School District will not be conducting an election with the City this year as the incumbent, Kathy Greenway, and newcomer Jill Sternquist have run unopposed for the two open seats on the school board.

Absentee voting will be available starting Monday, March 26 in the City Finance Office. March 26 is also the deadline for voter registration in order to participate in this year's municipal election.

8) Environmental Services Department Update

Work continues on the water plant. John T. Jones has completed the removal of the concrete from the collapsed wall. Structural engineers are inspecting the rebar that is currently in place. Some of the rebar was damaged and had to be removed. The contractor will be required to add additional rebar to the wall to meet specifications.

South Dakota Department of Environment and Natural Resources has completed the final review and approved the plans for the gravity sewer project. The project is eligible for State Revolving Funds (SRF) under our current SRF loan. The engineers estimate is \$2,400,000.00. The current SRF loan will not cover the entire cost. Staff can request an amendment to the current SRF or apply for an additional SRF loan to cover the shortfall if needed. The gravity line will connect the new lift station to the existing gravity line along Highway 50. This will allow staff to decommission and remove the Chesterman lift station. Staff is scheduled to advertise for bids this week.

9) Monthly reports

Salary, Building and Yankton Police Department monthly reports are included for your review. Minutes from the Park Advisory Board are also included.

Have an enjoyable weekend and do not hesitate to contact us if you have any questions about these or other issues. If you will not be able to attend the Commission meeting on Monday, please inform my office.

Sincerely,

Amy Nelson
City Manager